

MINUTES of the Annual General Meeting held on Tuesday 26th January 2021 via Microsoft Teams Online Meeting due to Global Pandemic. No attendance at the Village Club, Escrick, York

PRESENT

Cllr J Cattanach (Chairman)
Mr J Hopwood
Mr J Daniel
Ms T Fawcett
Mr R E Britton
Cllr R Musgrave
Cllr P Welch
Cllr S Duckett
Mr A Vevers
Cllr C Vassie

The Clerk – Mr W Symons
Engineering Assistant – Mr N Culpan

APOLOGIES FOR ABSENCE

Cllr J Cattanach welcomed Members to the Board meeting. Apologies for absence were received from Mr S Christian, Mr W A Jacques, Mr J Deans, Mr R W Bramley and Mr S Wragg.

DECLARATION OF INTEREST

There were no declarations of interest related to the items listed on the Agenda.

The Clerk further informed Members that the Register of Members Interests was available for inspection and update as required.

MINUTES OF MEETING 27th OCTOBER 2020

Mr R E Britton proposed that the Minutes of the Meeting held on the 27th October 2020, a copy of which had been sent to all Members, be taken as read and approved and that they be forthwith signed by the Chairman as a correct record.

Mr J Hopwood seconding the proposal of Mr R E Britton which was UNANIMOUSLY AGREED by the Board.

MATTERS ARISING

There were no matters arising from the Minutes that were not covered in the main agenda.

FINANCE SUB-COMMITTEE MINUTES

The Chairman presented the Minutes of the Meeting of the Sub-Committee held on the 12th January 2021, a copy of which had been sent to all Members.

MATTERS ARISING

The Chairman ran through the items and recommendations in the Minutes asking if any items require clarification in relation to the recommendations. He further asked the Clerk to comment on some of the items included in the Minutes of the Meeting.

Mr A Vevers asked about the Board's position with its workforce in its Budget Notes on page 3 about the workforce call out system no longer being sustained.

The Engineering Assistant noted that this was a temporary arrangement because of pumping station problems and was stopped at the beginning of the virus lockdown. The system was based on two people working together which in the pandemic was not possible. This along with the Board only having a workforce of four providing cover on a voluntary basis. The matter being covered in the Assistant Engineer's Report.

Sub-Committee Recommendations

Mr R E Britton proposed acceptance and approval of the recommendations contained within the Finance Sub-Committee Minutes.

The proposal was seconded by the Chairman.

Members having considered and accepted the recommendations were UNANIMOUSLY AGREED by the Board.

The Clerk thanked the Sub Committee for making its recommendations on such a large number of items.

There were no further matters arising from the Minutes.

TRANSFER TO SPECIAL LEVY AND WRITE OFF

Land Transfer to Special Levy

The Clerk referred to the list and maps of the locations circulated with the agenda. This along with the write off of drainage rates which cannot be recovered and land transfers to Special Levy from the Boards agricultural rating.

The Sub-Committee Members reviewed the list and AGREED with the Clerk to recommend the transfer to Special Levy:

1. The land on account 90-0144-0 shown in the circulated list to Selby District Council is being developed as four properties along with the write off of £7.89;
2. The land on account 90-0637-1 shown in the circulated list to Selby District Council is now 2 gardens for two houses with the write off of £1.31;

3. The land being developed by Persimmon Homes at Germany Beck in relation to City of York Council. This was noted in previous years at the Boards AGM as a significantly large development which will potentially take up to 15 years to complete. Sub-Committee Members recognising that property completion will be phased over a period of time and much of the site will remain undeveloped initially. The land however will be unable to be used for agricultural purpose as it will be in the early stages of development. In view of this it was recommended for this year 1/15 of the land area is transferred to Special Levy. This also including the remaining land not transferred having its drainage rates written off. The Boards AGM four years ago agreeing to this recommendation. The Clerk suggesting in the enclosed report the Board for the fourth year considers 1/15 of the land area is transferred to Special Levy. This also including the remaining land not transferred having its drainage rates written off. The details of which were included on the summary sheet.

The Clerk informed the transfers will take place from 1st April 2021 to reflect the land no longer being used for agricultural usage.

Mr R E Britton proposed that the land should be transferred to Special Levy (Selby District Council and York City Council) as above, this along with writing off the sum of £104.73.

The Chairman seconding the proposal of Mr R E Britton which was UNANIMOUSLY AGREED by Members.

The Chairman informed the Board that he believes the Boards finances are in a good position and pleased that a rate increase is not required. The recommendation remains at 4.38p which has been sustained for at least five years.

Members gave consideration to the budget and estimate for the Board's income and expenditure for financial year 2021/22 and the recommendation made by the Finance Sub-Committee. The Board APPROVED the recommendations contained in the Sub-Committee Minutes of the Meeting held on 12th January 2021, proposed by Mr R E Britton and seconded by the Chairman which set a drainage rate for the sum of 4.38p in the £.

LAYING OF THE RATE & SPECIAL LEVIES

The Board UNANIMOUSLY RESOLVED that the proportion of their expenditure be raised by drainage rates in respect of agricultural land and buildings by Special Levies on local billing Authorities are 17.07% and 82.93% respectively.

THAT the Drainage Board do hereby make a Drainage Rate for the purposes chargeable thereon assessed on the Annual Value of agricultural land and buildings subject to the provisions of the Land Drainage Act 1991 as hereunder set out that is to say:

AN OCCUPIERS' rate assessed at 4.38p in the £ for the period ending on the 31st day of March 2022.

THAT the Drainage Board do hereby make a Special Levy assessed as hereunder, that is to say:

A Special Levy chargeable to **SELBY DISTRICT COUNCIL** in the sum of £262,793.97, for the period ending on the 31st day of March 2022.

AND a Special Levy chargeable to **CITY OF YORK COUNCIL** in the sum of £139,631.93, for the period ending on the 31st day of March 2022.

AND that the Special Levies shall be payable in two equal instalments on the 1st May 2021 and 1st November 2021.

THAT the purposes for which the said Rate

AND Special Levies are made and the amount in the £. for each of the purposes are as hereunder set out.

AND that the said Rate shall be payable on Demand.

AND that the seal of the Board be affixed on the said Rate and Special Levies accordingly.

AND that the Clerk be and is hereby authorised to take all necessary steps to demand and collect the said Rate.

PURPOSES under the Drainage Act 1991 for which the Rate mentioned is made.

AMOUNT of the Land Rate in the £. for the Occupiers' Rate.

- | | | | |
|----|-------------------------------|---|-------|
| a) | Expenses of Administration |) | |
| | under this Act. |) | |
| b) | Works of maintenance under |) | |
| | the said Act. |) | |
| c) | Improvement of existing |) | |
| | works under the said Act. |) | |
| d) | New works under the said Act. |) | |
| e) | Precept of the Environment |) | |
| | Agency under the said Act. |) | 4.38p |

MAINTENANCE WORKS

The Clerk had circulated a report to Members at the meeting with the Agenda.

The Engineering Assistant ran through the items raised in the report. This included finishing the outstanding flailing works and continuing inspections and removing blockages.

Hagthorpe Pumping Station

The Engineering Assistant reported since sending the report out this pumping station is now repaired and back up and running.

Machinery Purchase – Tree Shears

The Engineering Assistant noted that the Board wished to purchase a set of tree shears which were included in its plant renewal budget this year. Three models and quotes were considered, the details of which were included in the maintenance report circulated with the Agenda.

The Chairman noted this had not been considered by the Finance Committee for consideration.

The Engineering Assistant informed that the favoured option of both himself and the workforce was the Habbig Tree Shear. This however is the most expensive option but the most appropriate for the Boards requirements. In view of this it was the favoured attachment to purchase as explained in the report and discussed at the meeting.

The Clerk noted that the Board had £16,800 included in the plant budget which reflects the purchase price.

The Engineering Assistant explained that the additional cost related to fitting with the hoses and hydraulics.

Ms T Fawcett proposed the purchase of the Habbig Tree Shears in the sum of £18,095 plus VAT.

Mr R E Britton seconding the proposal of Ms T Fawcett which was UNANIMOUSLY AGREED by the Board.

Vacuum Collection of Flail Cuttings

Cllr C Vassie informed the Board that flail mowing with suction uptake of the cuttings was being carried out in Lincolnshire. This approach being trialled to see the biodiversity benefits created.

The Engineering Assistant was uncertain about the proposal along with being unsure if any local facility was available for material disposal.

Cllr C Vassie explained that the material would be used in a bio digestion plant and removing the material would help bankside vegetation such as wild flowers.

Ms T Fawcett noted that clumps of flailed material can cause problems but clearly the amount of arisings could be substantial.

Mr J Hopwood thinks it is likely to be impractical on the wider network of the Boards maintained ditches. The work needing to be carried out in a limited period of time over large distances all of which is linked to the speed the work can be progressed. The removal of material cut taking more time and increased cost.

The Engineering Assistant was asked to find out about the extent of the trial in Lincolnshire and to investigate if any facility is available locally (such as bio-digesters) which would take in the material.

PUMPING STATION CONTINGENCIES

The Engineering Assistant had circulated a report about the Boards pumping stations and highlighted the problems which were occurring with mechanical and electrical breakdowns particularly out of hours. He suggested that rather than being considered by the Main Board perhaps a Sub-Committee was required to consider the matter in greater detail.

The Chairman considered that the Finance Sub-Committee would take on the task if Members were in agreement.

Mr R E Britton believed potentially a lot could be required to be reviewed.

The Engineering Assistant will therefore provide the information, potential costs and a report for the Finance Sub-Committee to consider.

Members were in agreement to this approach.

The Clerk thanked the Engineering Assistant for sustaining pumping with some defective pumps and breakdowns recently and over the Christmas period.

HEALTH & SAFETY

The Clerk advised that there have been no reportable incidents to the Health and Safety Executive (RIDDOR) since the date of the last meeting.

The Clerk further informed that the Board continues to keep up to date with the global virus pandemic and will adjust its working practice as required for administration staff, workforce and contractors. This being aimed at reducing the risk of spreading the virus and containing it if it occurs.

RATES

The Clerk reported that up to the 24th January 2021 the following rates had been collected:

(a) Special Levy	-	£ 401,956.57	(100.0%)
(b) Direct Levy	-	£ 82,613.89	(99.4%)
		<u>£ 484,570.46</u>	

The Clerk advised the Board that final reminders have been issued and pre-action protocol letters will be progressed shortly in accordance with the Boards policy.

The Clerk had a list of outstanding accounts available at the meeting.

WORKFORCE

Pay Award 2021/2022

The Clerk advised the Board that the ADA Lincolnshire Branch pay negotiations for 2021/2022 have concluded and agreed a 4.1% increase on all grades from 1st April 2021. This increase was concluded as part of the agreement established in last year's pay review which included a formula for calculating 2021/22's increase.

BOARD ELECTION (2021)

The Clerk advised the Board that 2021 is an election year for the agricultural Members.

The Clerk presented an Election timetable, which is as follows:

1 April	-	Register of Electors advertised
1 May	-	Board approval of Register advertised
July/August	-	Nomination Forms issued
28 Sept.	-	Nomination Forms returned
26 October	-	Election Day
01 Nov.	-	New Board commences

The Board AGREED the following:

- (1) Approve the timetable, which authorise the Officers to undertake such in accordance with the Land Drainage Act 1991.
- (2) Approve the proposed Register of Electors prepared on the 1 April 2021.
- (3) Approve the proposed Register as the Register if no objections received by the Board's Officers.
- (4) To call a Special Meeting, if necessary, to deal with any matters relating to the approval of the Register.

It was UNANIMOUSLY AGREED that the proposed timetable be approved by the Board.

ADA NORTHERN BRANCH AGM REPORT

The Clerk informed this meeting was held on 3rd November and at this meeting he had been elected as the ADA Northern Branch Director and thus will be attending ADA National Board Meetings.

The Chairman congratulated the Clerk on his appointment as Director for ADA Northern Branch.

YORK FIVE YEAR
PLAN
IMPLEMENTATION
UPDATE

The Clerk reported that the York Five Year Flood Risk Investment Plan continues and he attends the meetings when asked. He noted as part of the plan York City Council were potentially progressing a pumping station near the access road on the A19 to the Germany Beck Village Development. It being intended to potentially reduce the risk of flooding in the Fordlands Road Area. However, to date only high level proposals have been provided to the Board.

PLANS

The Clerk referred to the list of Planning Applications commented upon since the last Meeting of the Board, which had been circulated to all Members with the Agenda.

(SEE APPENDIX TO MINUTES)

CONSENTS

The Clerk referred to the list of Consents granted since the last Meeting of the Board, which had been circulated to all Members with the Agenda.

(SEE APPENDIX TO MINUTES)

BANK AND
BANKING
ARRANGEMENTS

The Clerk informed the Board that Barclays Bank were now charging bank charges to the Foss (2008) IDB and thus a recharge is being made to the Board for electronic bank transfers. The Board however is not being charged directly for its other banking.

The Clerk produced the Bank Statements for the Board's Current Account showing an aggregate credit balance in Barclays of £1,062,197.14 as at the 14th January 2021.

The Yorkshire Bank account has an additional credit balance of £152,646.58 in a twelve month deposit account which is achieving 0.7% gross per annum. It is noted that the Yorkshire Bank is changing its brand to Virgin Bank in the near future.

The Nationwide account has an additional credit balance of £89,658.05 in a 95 day notice account which is achieving 0.4% gross per annum.

The total balance of the Boards funds held in these accounts is £1,304,501.77.

The Clerk noted that these funds include the Coal Authority balances and deposits for the on-going and rechargeable works, which are £50,500.

CORRESPONDENCE

The Clerk advised Members that there had been no further correspondence of significance received since the date of the last Meeting.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

It was directed that the date of the next Meeting of the Board, which is likely be on Microsoft Teams, will be held on **Tuesday 22nd June 2021**.

FUTURE MEETINGS

It was also noted that a date for a future meeting will be on Tuesday 19th October 2021.

It was also noted that Finance Sub-Committee Meetings are proposed on 1st June 2021 and 28th September 2021.

ANY OTHER BUSINESS

Biodiversity Action Plans

The Clerk informed that the new template was very similar to the old one and was going to be progressed as a plan across the York Consortium Drainage Boards. In view of this, initially the template can be populated with the information produced previously. An opportunity however exists to develop targets and progress measures as the plan is progressed.

Ms T Fawcett informed that this could help the Nett gain with Escrick Park Estate and wished to work with the Board on this work.

Mr A Vevers also offered to help in developing the plan and had looked at the National templates on the ADA National website along with the Boards current Biodiversity Action Plans.

Cllr C Vassie highlighted that Natural England would also help in this work.

The Engineering Assistant informed that Mr S Christian who was unable to attend the meeting was used as the Boards point of contact for continuity in approach with Natural England.

Vacuum Collection of Flail Cuttings

Cllr C Vassie informed he had now sent the Board a copy of the report mentioned earlier in the meeting. He further noted a trial that the City Council and Yorkshire Wildlife were carrying out. This being aimed to improve biodiversity along road verges with flailing and vacuum suction. At the present time they were trying to find a suction flail to use and a bio digestion facility. The trial would be for about 200m x 10m on each side of road.

There was no other business and the Meeting was closed.

(APPENDICÈS TO FOLLOW)